

MINUTES OF THE REGULAR MEETING  
OF THE WESTWOOD BOARD OF HEALTH  
HELD MARCH 14, 2012

Pres. Beckman called the Meeting to order at 7:35 P.M.

President Beckman read the "Open Public Meeting Act" as follows:

In compliance with the "Open Public Meeting Act," P.L. 1975, C 231, the annual notice requirements have been satisfied. The meeting dates for the year were published in The Record on January 25, 2012. A copy of the meeting dates are on file with the Borough Clerk and a notice has been posted on the public bulletin board in the Municipal Complex.

Present: Mrs. Betsy Beckman, Mrs. Donna Bott, Ms. Maria Costello, Mr. Dennis Farrell, Mrs. Sabrina Johnston, Mr. Lee Tremble.

Excused

Absence: Mrs. Jane Concato (Alternate #1), Ms. Louise Cue, Dr. Theresa A. Lardaro (Alternate #2).

Present: Sharon Blehl-Secretary.

Excused

Absence: Angela Musella-Health Officer.

Present: Peter Grefrath-Council Liaison.

## SALUTE TO THE FLAG

Ms. Costello led those present in the salute to the flag.

Guests: None.

## PUBLIC FORUM

Mr. Tremble made a motion to open the floor to the public to discuss any topic; seconded by Ms. Costello.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

There being no public discussion, Mr. Tremble made a motion to close the public forum; seconded by Ms. Costello.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

## ACTIVITIES REPORTS

### 1) FEBRUARY:

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for February, 2012 which are on file and available to the public:

Administrative and Supporting Services

Animal Control

Laboratory Services

Vital Records

Monies Received

Environmental Health

Communicable Disease

Maternal and Child Health

Chronic Illness

Health Education

Nursing Supervision

Miscellaneous

A discussion followed.

Mr. Tremble made a motion that the Activities Reports for February, 2012 be approved; seconded by Mr. Farrell.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

## MINUTES

### 1) JANUARY 11, 2012 – REGULAR MEETING

The Minutes will be addressed at the next Board of Health Meeting as there is a lack of quorum available to approve the January 11, 2012 Minutes.

### 2) FEBRUARY 8, 2012 – REGULAR MEETING

Mr. Tremble made a motion that the Minutes of Regular Meeting held February 8, 2012 be approved; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell, Mrs. Johnston, Mr. Tremble.

Nayes: None.

Abstained: None.

Carried.

## VOUCHERS

Bills for February in the amount of \$933.74 were presented to the Board Members.

Mr. Tremble made a motion that the following be accepted for payment; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell, Mrs. Johnston, Mr. Tremble.

Nayes: None.

Abstained: None.

Carried.

### FEBRUARY BOARD OF HEALTH VOUCHERS

Moore Wallace North America  
PO Box 370

Trenton, NJ 08625  
Vital Statistic Paper \$ 375.00

The Record  
150 River Street  
Hackensack, NJ 07601  
2012 Meeting Dates & Ordinance 12-01  
First & Second Reading 162.89

Staples Advantage  
PO Box 30298  
Salt Lake, UT 84130  
Office Supplies 395.85

Carried.

## NEW BUSINESS:

### 1) EMAIL USAGE BY BOARD MEMBERS

Pres. Beckman read the "Email Usage by Board Members" memo from Karen Hughes, Borough Clerk dated March 6, 2012. (Copy annexed). The email policy was developed for all Boards/Committees. A discussion followed.

## OLD BUSINESS

### 1) NORTHWEST BERGEN REGIONAL HEALTH COMMISSION CONTRACT-2012

HISTORY: The following section was taken from the December 14, 2011 Minutes: "Pres. Beckman received an email from Northwest Bergen Regional Health Commission explaining that they are proposing a 2% increase for the 2012 contract. The Borough of Westwood is requesting a 0% increase in the 2012 Operating Expense Budgets. Pres. Beckman asked Health Officer Musella to reconsider the amount of the increase. If an increase of any kind is deemed necessary by Northwest's Commission, an itemized breakdown of each service and indication of the reason for the increase is being requested. This will have to be provided before the Board can approve the contract. Mrs. Musella informed the Board that Northwest's Commission will be discussing the contract at their January 23, 2012 meeting." On February 6, 2012 Health Officer Musella supplied a breakdown of the 2012 contract.

Pres. Beckman explained that she spoke with the President of the Commission on March 13, 2012. They discussed various topics; the 2% increase, Westwood was the only town requesting a breakdown of the costs, state requires one inspection per year, Westwood requires two and the risk levels assigned to the establishments.

### CLOSED SESSION:

At 7:55 PM Mr. Tremble made a motion to go into closed session to discuss contract negotiations; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell,  
Mrs. Johnston, Mr. Tremble.

Nayes: None. Carried.

At 8:45 PM Mr. Tremble made a motion to reopen the meeting; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell,  
Mrs. Johnston, Mr. Tremble.

Nayes: None. Carried.

The 2012 Contract for Public Health Services from Northwest Bergen Regional Health Commission in the amount of \$88,211.30 was presented to the Board.

Mr. Tremble made a motion that the 2012 Northwest Bergen Regional Health Commission Contract in the amount of \$88,211.30 be approved; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell,  
Mrs. Johnston, Mr. Tremble.

Nayes: None.

Abstained: None. Carried.

## 2) 2012 BOARD OF HEALTH BUDGET

The 2012 Board of Health Operating Expense/Salary Budget has not been approved by the Mayor and Council. This item will remain on the Agenda until the Board of Health Budgets can be approved. A discussion followed.

## 3) FILE OF LIFE

Ms. Blehl has downloaded the information for ordering the File of Life. She has left a message with the Manager of Public Relations and Communications at Hackensack University Medical Center North at Pascack Valley to see if they will sponsor the program. This will be discussed during the next meeting.

EMERGENT MATTERS:

1) FINANCIAL DISCLOSURE FORMS

Pres. Beckman handed out the Financial Disclosure Forms to the Board Members. All forms must be returned in duplicate, with original signatures, by April 11, 2012.

2) CONDUCT OF ALL OPEN PUBLIC MEETINGS

Pres. Beckman read the "Conduct of all Open Public Meetings" memo from Mayor John Birkner, Jr. dated March 12, 2012. (Copy annexed). The memo was distributed to all Municipal Boards, Commissions and Advisory Committees that conduct public meetings. A discussion followed.

ADJOURNMENT

There being no further business to come before the Board at this time, Mr. Tremble made a motion that the meeting be adjourned; seconded by Mr. Farrell.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Carried.

The meeting adjourned at 9:00 P.M.

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Sharon Blehl  
Secretary

The next meeting will be held Wednesday, April 11, 2012 at 7:30 P.M. in the Municipal Complex.

These Minutes were approved at a meeting of the Board of Health of the Borough of Westwood held on the 9<sup>th</sup> day of May, 2012.